

## ADMINISTRATIVE NOTES

U. S. GOVERNMENT PRINTING OFFICE  
SUPERINTENDENT OF DOCUMENTS  
LIBRARY AND STATUTORY DISTRIBUTION SERVICE

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### CENSUS UPDATE

Latest Census news is that four major series will be published only in microfiche. These series are: BLOCK STATISTICS, CENSUS TRACTS, DETAILED POPULATION CHARACTERISTICS, and METROPOLITAN HOUSING CHARACTERISTICS. Census also intends to produce the maps in paper and microfiche; a decision has not been made which format will be mailed to depository libraries. GPO will distribute text and maps for these four series as they are issued. The paper maps will be available through GPO Sales for those libraries which may wish to purchase them. Census has agreed to fully cooperate with GPO in providing SuDocs classification numbers in the header areas of the microfiche. They also report that at the present time their remaining publications are schedule to appear in paper. TENTATIVE RELEASE DATES are as follows:

PHC80-1	Block Statistics	11/81 - 4/82
PHC80-2	Census Tracts	6/82 - 1/83
PHC80-3	Summary Characteristics for Governmental Units	1/82 - 7/82
PC80-1-A	Number of Inhabitants	7/81 - 12/81
PC80-1-B	General Population Characteristics	10/81 - 3/82
PC80-1-C	General Social and Economic Characteristics	6/82 - 12/82
PC80-1-D	Detailed Population Characteristics	1/83 - 9/83
HC80-1-A	General Housing Characteristics	6/82 - 12/82
HC80-2	Metropolitan Housing Characteristics	1/83 - 10/83

Census has no information at this time on what form the SUMMARY TAPE FILES will take. We know many depositories want them, and we will keep you posted.

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### QUARTERLY SELECTION UPDATE

We have begun to receive responses updating item selections. Remember that your printouts must be returned before June 30, 1981, to have any changes for your library activated on the next item selection update. Changes to Lists of Item Selections received after that date cannot be accepted. Thank you for your cooperation. If you have any questions regarding this printout, please call Mrs. Decker at (703) 557-9025.



## OPEN FILE REPORT DISCLAIMER

Please bear in mind that the OPEN FILE REPORTS currently going out to depository libraries (see ADMINISTRATIVE NOTES, volume 2, number 5, March 1981) contain original material which varies greatly in the quality of reproduction. These reports include manuscript or map copy, basic data, field notes, pencilled notes, and hand-drawn maps. Many geological users just want to scan the material to determine if purchase of a copy will be desirable or not. Both USGS and GPO are on record as disclaiming the quality of reproduction due to the nature of the material.

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## BILLS TO GO MICROFICHE

Responding to a decision of the Depository Library Council to the Public Printer, the Library and Statutory Distribution Service will no longer distribute Congressional House and Senate Bills in paper format. Beginning with the 6th microfiche Bill shipment, all depositories previously receiving paper will begin to receive microfiche. Shipments containing paper Bills will discontinue sometime in the near future. To facilitate depositories now receiving paper format on Item Number 1006 in the change over to microfiche format on Item Number 1006-A and to enable them to have a complete file in microfiche format, microfiche Bill shipments 1 through 5 will also be sent to them accompanied by the User's Guide for these shipments. These will be shipped by the end of June.

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## NUCLEAR NEWS

In June, the Defense Nuclear Agency (DNA) will begin publication of a series of volumes that cover aspects of Department of Defense (DoD) personnel involvement in the atmospheric nuclear test program. These reports will be published over a two-year period, with the last volume currently scheduled for publication in May 1983. Printing and distribution will be from the DNA printing plant in Albuquerque, New Mexico. GPO has arranged for distribution to over 500 depository libraries selecting Item Number 306, (D 1.2:-), and they will receive volumes by mail from the DNA printing plant. A Fact Sheet on this project will also go the selecting depositories. Should other non-selecting depositories desire the fact sheet or information on the project, they should contact: Thomas J. Haycraft, Lieutenant Colonel, USA, NTPR Program Manager, Defense Nuclear Agency, Public Affairs Office, Washington, D. C. 20305, PHONE: (202) 325-7744.

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## CORRECTED COPY

The National Cancer Institute advised the GPO Library Division, that a National Cancer Institute Research Report, CANCER OF THE COLON OR RECTUM, March 1981, HE 20.3166:C 71, mailed March 30, 1981, Shipping List Number 15,805, was printed incorrectly. A corrected copy is expected and will be distributed to depository libraries as soon as it is made available.





## CHARGE BLOCK ON CLAIM FORMS

On occasion, you may find what is called a "charge block" stamped on your claim form. The first line of the block states: FOR OFFICE USE ONLY. Under the word CHARGES, the price of the publication appears. When this occurs on a claim form, it is for internal use only and NOT a request for payment.

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## LOOK BEFORE YOU CLAIM CONGRESSIONAL RECORD!

A surprising number of depository libraries are mistakenly claiming issues of the Daily CONGRESSIONAL RECORD which they already have! By way of example, have a look at the issue of CONGRESSIONAL RECORD for the 97th Congress, First Session, volume 127, number 5 (January 12, 1981). In the upper right hand corner is a key sentence: "Proceedings of January 12, 13, 15, and 16, 1981, Are Combined in this Issue." Inside the combined issue will be found the title pages for each of the issues, numbers 6, 7, and 8. Some folks are overlooking that key sentence and are claiming issues accordingly. As a result, we have had a rise in claims for the combined issues. Recently, for 1981, the combined numbers have been: 3-4, 5-8, 18-19, 23-24, 32-33, 37-38, 42-43, 44-45, 55-56 and 69-60. Unfortunatley, only the first number appears on the front cover. Librarians, speak to those who look after your claims and be sure they know what to look for in the CONGRESSIONAL RECORD!

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## 1977 ECONOMIC SERIES REPORTS

In February (ADMINISTRATIVE NOTES, vol. 2, no. 4), we announced a hold on the microfiche version of the 1977 ECONOMIC SERIES REPORTS (C 3.255/2:-, C 3.256/2:-, and C 3.257/2:- being involved). Poor quality of these non-GPO produced fiche and a possible duplication of material distributed in paper caused us to do this. A very careful investigation has followed in which we have learned that there are special tables which appear only in the fiche, thus rendering them unique in content from the paper versions. Although Census says it may have these fiche re-filmed, we have decided to send out the existing fiche consisting of text (sometimes of poor quality) and tables. If better fiche become available from Census at a later date, these will be sent to selecting libraries to replace the poor ones. Please also note that the letters MF do not appear on these fiche.

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## PRF USERS TAKE NOTICE!

At last, everything you wanted to know about the PUBLICATIONS REFERENCE FILE, but hesitated to ask, has been put into print. All depository libraries will be receiving with Shipping List Number 16,094 a handsome blue covered copy of PRF USER'S MANUAL: A GUIDE TO USING THE GPO SALES PUBLICATIONS REFERENCE FILE. Its seven chapters and numerous illustrative figures thoroughly describe the PUBLICATIONS REFERENCE FILE, explain search strategy, talk about the New Sales monthly supplement, the EXHAUSTED PRF, reveal codes identifying stock status, the various types of subscription services, outline efficient methods for ordering Government documents from GPO, mention sources of additional information, searching aids, and much, much, more. Don't miss this one!



## GPO BOOTH AT ALA!



If you happen to be in San Francisco for the 100th Annual Conference of the American Library Association, drop in to see the GPO exhibit at the Civic Auditorium Arena. Booth number 1819 will have many new Government publications, GPO staff people, and some special surprises for visiting librarians. The Booth opens Saturday, June 27th at 9:00 A.M., and runs through Tuesday, June 30th at 3:00 P.M. Don't miss it!

Also, while in San Francisco, take a stroll over to the GPO Bookstore with its \$200,000 inventory of 2,000 current titles. It is located in Room 1023 of the Federal Building at 450 Golden Gate Avenue, and it is open Monday through Friday, 8:00 A.M. to 4:00 P.M.

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## HAVE YOU A SELECTIVE HOUSING AGREEMENT?

Quite a few depository libraries house some of their documents outside of their library. Some house documents with a State agency, others in a municipal hospital library. One historical society (a depository) also selects for a public library. A public library depository selects for a community college library. GPO has always recommended the desirability of having an agreement in writing between the two parties, stressing the public access and the ultimate responsibility of the depository. At this time we would like to create a model agreement for the use of depositories which may want to consider selective housing of depository documents. You can assist in this project by making a photocopy of your agreement and sending it to:

U.S. Government Printing Office  
Library Division  
ATTENTION: Dan MacGilvray  
5236 Eisenhower Avenue  
Alexandria, Virginia 22304

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